**Employee Performance Feedback Form**

**[Company Name]  
[Department]  
[Date]**

**Employee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Employee Name | Miko Do | Employee ID | 10234 |
| Designation | Marketing Executive | Department | Marketing |
| Manager / Supervisor | John Smith | Review Period | Jan 2026 – Jun 2026 |

**Performance Assessment**

Rate the employee’s performance using the scale:  
**5 – Excellent | 4 – Very Good | 3 – Good | 2 – Needs Improvement | 1 – Poor**

|  |  |  |
| --- | --- | --- |
| **Performance Area** | **Rating (1–5)** | **Comments / Examples** |
| Quality of Work | 4 | Delivers accurate reports with minimal errors |
| Productivity | 5 | Consistently meets deadlines and targets |
| Communication Skills | 4 | Communicates clearly with team members |
| Teamwork | 5 | Collaborates effectively with colleagues |
| Problem-Solving | 4 | Provides practical solutions to challenges |
| Initiative & Creativity | 4 | Suggests new ideas and improvements |
| Attendance & Punctuality | 5 | Always punctual and regular |

**Overall Performance**

|  |  |
| --- | --- |
| Overall Rating | 4.5 |
| Strengths | Strong teamwork, high productivity, reliable |
| Areas for Improvement | More proactive in client communications |
| Additional Comments | Recommended for leadership training program |

**Signatures**

|  |  |  |
| --- | --- | --- |
| **Role** | **Signature** | **Date** |
| Employee |  |  |
| Manager / Supervisor |  |  |
| HR / Department Head |  |  |